



ALABAMA DEPARTMENT OF HUMAN RESOURCES REQUEST FOR PROPOSALS

PROCUREMENT INFORMATION	
RFP Number: 2008-100-02	RFP Title: <i>Services for Adolescent Females Exhibiting Self-Injurious Behaviors</i>
Proposal Due Date and Time: <i>Tuesday, April 15, 2008</i> 12:00 p.m., Central Time	Number of Pages: 35
Procurement Officer: Starr Stewart Phone: (334) 353-4744 E-mail Address: starr.stewart@dhr.alabama.gov Website: http://www.dhr.alabama.gov	Issue Date: <i>Tuesday, March 04, 2008</i>
	Issuing Division: <i>Family Services</i>

INSTRUCTIONS TO VENDORS	
Submit Proposal to: Starr Stewart – Policy, Planning and Research Alabama Department of Human Resources Gordon Persons Building, Room 2344 50 Ripley Street Montgomery, AL 36130-4000	Label Envelope/Package: RFP Number: 2008-100-02 RFP Due Date: <i>Tuesday, April 15, 2008</i> Special Instructions:

VENDOR INFORMATION	
(Fill in the information fields below and return this form with RFP response)	
Vendor Name/Address:	Authorized Vendor Signatory: (Please print name and sign in ink)
Vendor Phone Number: ()	Vendor FAX Number: ()
Vendor Federal I.D. Number:	Vendor E-mail Address:
Indicate whether this proposal is an original or a copy. <input type="checkbox"/> Original <input type="checkbox"/> Copy	
Trade Secret Declarations: (<u>reference section/page(s) of trade secret declarations</u>)	

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VENDOR'S RFP CHECKLIST

1. _____ **Read the entire document.** Note critical items such as: mandatory requirements; supplies/services required; submittal dates; number of copies required for submittal; licensing requirements; contractual requirements (i.e., contract performance security, insurance requirements, performance and/or reporting requirements, etc.).
2. _____ **Note the procurement officer's name, address, phone numbers and e-mail address.** This is the only person you are allowed to communicate with regarding the RFP.
3. _____ **Attend the pre-proposal conference** if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the project, or to notify the Department of any ambiguities, inconsistencies, or errors in the RFP.
4. _____ **Take advantage of the "question and answer" period.** Submit your questions to the procurement officer by the due date listed in the Schedule of Events and view the answers given in the formal "addenda" issued for the RFP. All addenda issued for an RFP are posted on the Department's website at www.dhr.alabama.gov and will include all questions asked and responses concerning the RFP.
5. _____ **Follow the format required in the RFP** when preparing your response. Provide point-by-point responses to all sections in a clear and concise manner.
6. _____ **Provide complete answers/descriptions.** Read and answer **all** questions and requirements. Don't assume the Department or evaluation committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with the Department. The proposals are evaluated based solely on the information and materials provided in your response.
7. _____ **Use the forms provided**, i.e., cover page, budget forms, certification forms, etc.
8. _____ **Check the Department's website for RFP addenda.** It is the vendor's responsibility to check the Department's website at www.dhr.alabama.gov for any addenda issued for this RFP, no further notification will be provided.
9. _____ **Review and read the RFP document again** to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete. The copies are provided to the evaluation committee members and will be used to score your response.
10. _____ **Submit your response on time.** Note all the dates and times listed in the Schedule of Events and within the document, and submit all required items on time. Late proposal responses are *never* accepted.

This checklist is provided for assistance only and should not be submitted with Vendor's response.

SCHEDULE OF EVENTS

The following RFP Schedule of Events represents the Department's best estimate of the schedule that will be followed. Unless otherwise specified, the time of day for the following events shall be between 8:00 a.m. and 4:30 p.m., Central Time. The Department reserves the right, at its sole discretion, to adjust this schedule, as it deems necessary. Notification of any adjustment to the Schedule of Events shall be posted on the Department's website at www.dhr.alabama.gov as detailed in Section 1.5.3 of this RFP. Vendors should refer to the website periodically for changes regarding this RFP.

EVENT	DATE
RFP Issue Date.....	March 04, 2008
Deadline for Receipt of Written Questions.....	March 18, 2008
Deadline for Posting of Written Responses to Questions	March 25, 2008
Deadline for Receipt of Proposals.....	April 15, 2008
Evaluation of Proposals and Selection of Vendors	April 22 – 25, 2008
Intended Date for Notice of Intent to Award a Contract	May 16, 2008

SECTION 1: PROJECT OVERVIEW AND INSTRUCTIONS

1.0 PROJECT OVERVIEW

The ALABAMA DEPARTMENT OF HUMAN RESOURCES, (hereinafter referred to as “the Department” or “DHR”) invites eligible vendors to submit a proposal for the provision of placement services for females who are in the custody or planning responsibility of the Department that exhibit self-injurious behaviors. Self-injurious behaviors are labeled in a variety of terms, such as self-inflicted violence, self-mutilation, self-abuse, self-injury, self-harm, delicate cutting or parasuicide. This procurement is for the provision of **twenty (20) slots** of specialized services for females who are in the custody or planning responsibility of DHR that exhibit self-injurious behaviors. A more complete description of the services sought for this project is provided in *Section 3, Scope of Project*. Proposals submitted in response to this solicitation must comply with the instructions and procedures contained herein.

1.1 ELIGIBLE ENTITIES

Eligible entities may include governmental agencies, faith-based organizations, non-governmental public or private organizations and individuals who: 1) are legally authorized to conduct business within the State of Alabama; 2) possess a high degree of professional skill in the area of service described in this document; 3) possess the skills needed to perform the services described in this RFP; and, 4) meet the terms and conditions of the RFP. In addition, applicants must demonstrate the ability to manage Department funds in accordance with Federal and State regulations and guidelines.

1.2 REQUIRED LICENSURE/CERTIFICATION/CREDENTIAL

Vendors must be licensed by the Department of Human Resources (DHR), the Department of Mental Health (DMH) or be accredited by JCAHO, CARF, COA or some other recognized national accrediting organization and must be clinically certified to provide the treatment required for the special population identified in this RFP. Vendors seeking to obtain a Child Placing Agency license through the Department of Human Resources submit a completed application to be licensed prior to the close of business on ***Thursday, March 18, 2008***. All applications for licensure must be submitted to:

**Gloria Derico, Resource Management Division/Office of Licensing
Alabama Department of Human Resources
Gordon Persons Building
50 Ripley Street, Room 2153
Montgomery, AL 36130-4000**

1.3 CONTRACT TERM

The contract term is for a period of **one (1) year** beginning ***October 01, 2008*** and ending ***September 30, 2009***. Renewals of the contract, as agreed upon by both parties, may be made at *one (1) year* intervals, or any interval that is advantageous to the Department, not to exceed a total of *two (2) years*, at the option of the Department. ***Selected Vendors must be licensed by Thursday, July 31, 2008 and must be fully operational on Wednesday, October 01, 2008.***

1.4 POINT OF CONTACT

From the date this Request for Proposal (RFP) is issued until the vendor selection is announced, all communication must be directed to the procurement officer in charge of this solicitation. **Vendors must not communicate with any Department staff or officials regarding this procurement with the exception of the**

procurement officer. Any unauthorized contact will disqualify the Vendor from further consideration. Contact information for the point of contact is as follows:

Starr Stewart – Policy, Planning and Research
Alabama Department of Human Resources
50 Ripley Street, Room 2344
Montgomery, AL 36130-4000
Telephone Number: (334) 353-4744
E-mail Address: starr.stewart@dhr.alabama.gov

1.5 REQUIRED REVIEW

1.5.1 REVIEW RFP

Vendors should carefully review the instructions, mandatory and general requirements, project specifications, and the standard terms and conditions in this RFP. After a thorough review of the RFP, if the Vendor identifies any ambiguity, inconsistency, unduly restrictive specifications, or error, promptly notify the procurement officer identified above in writing, via e-mail or courier by the deadline for receipt of questions as stated in the Schedule of Events.

1.5.2 VENDOR'S QUESTIONS

Vendors with questions or requiring clarification regarding any section of this RFP must submit written questions via e-mail or courier to the procurement officer referenced by 3:00 p.m. ***Tuesday, March 18, 2008***. Each question must reference the section, page, and item in question. Vendors must submit all questions posed in a single email message to the procurement officer. Questions received after the deadline will not be considered.

1.5.3 DEPARTMENT'S RESPONSES

The Department will provide an official written answer by the close of business on ***Tuesday, March 25, 2008*** to all questions received by the deadline on ***March 18, 2008***. The Department's response will either provide clarification of the applicable issue or be in the form of a correction to this RFP. Vendor questions and the Department's responses, as well as any formal written addendum will be posted on the Department's website at www.dhr.alabama.gov.

1.6 MANDATORY REQUIREMENTS

Vendor's proposals ***must*** meet all general and mandatory requirements during pre-screening to be eligible for consideration. Proposals that do not meet the requirements 1.6.1 through 1.6.5 will be deemed non-responsive and no other consideration will be given. Proposals that do not meet the remaining requirements listed in this RFP may be subject to point reductions during the evaluation process or may be deemed non-responsive. The Department will determine whether a vendor's proposal complies with the requirements.

1.6.1 DEADLINE FOR RECEIPT OF PROPOSALS

Proposals must adhere to the format requirements and must be received by the deadline for receipt of proposals as specified in the Schedule of Events and Section 1.8.1 *Required Copies and Deadline for Receipt of Proposals*.

1.6.2 LEGAL STATUS LETTER OR TAXPAYER IDENTIFICATION VERIFICATION

Vendors must include a legible copy of their taxpayer identification letter from the Internal Revenue Service. If the legal status letter is not available, a completed copy of the **"Request for Taxpayer Identification Number"** form (*Appendix B*) must be included.

1.6.3 DISCLOSURE STATEMENT

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. Disclosure Statements may be downloaded from the State Purchasing website at www.purchasing.alabama.gov for completion. Vendors must include a completed copy of the Disclosure Statement in their proposal.

1.6.4 IMMIGRATION STATUS FORM

Vendors must submit a signed copy of the immigration status form with their proposal.

1.6.5 AUTHORIZED VENDOR SIGNATORY

Vendors must provide an original proposal using the format described, with an original signature of person(s) legally authorized to bind the applicant to the proposal.

1.7 GENERAL REQUIREMENTS

1.7.1 ACCEPTANCE OF STANDARD TERMS AND CONDITIONS

By submitting a response to this RFP, Vendor agrees to acceptance of the standard terms and conditions of this RFP. Requests for additions or exceptions to the standard terms and conditions including any necessary licenses, or any added provisions must be submitted to the procurement officer by the due date for receipt of written questions and must be accompanied by an explanation of why the exception is being sought and what specific effect it will have on the Vendor's ability to respond to the RFP or perform the contract.

1.7.2 UNDERSTANDING OF SPECIFICATIONS AND REQUIREMENTS

By submitting a response to this RFP, Vendor agrees to an understanding of and compliance with the specifications and requirements described in this RFP.

1.7.3 PRIME CONTRACTOR/SUBCONTRACTORS

The prime contractor if a contract is awarded shall be responsible, in total, for all work of any subcontractors. All subcontractors, if any, must be listed in the proposal. The contractor shall not assign, transfer or subcontract any portion of the contract without the written consent of the Department. The Contractor shall be responsible to the Department for the acts and omissions of all subcontractors or agents and of persons directly or indirectly employed by such subcontractors, and for the acts and omissions of persons employed directly by the Contractor. Any awards made as a result of this document will create a contractual relationship between the Contractor and the Department, not the subcontractor.

1.7.4 VENDOR'S SIGNATURE

An individual authorized to legally bind the organization submitting the proposal must sign the original proposal in ink. The Vendor's signature on a proposal in response to this RFP guarantees that the offer has been established without collusion that would preclude the Department from obtaining the best possible service for the best possible price.

1.8 SUBMITTING A PROPOSAL

1.8.1 REQUIRED COPIES AND DEADLINE FOR RECEIPT OF PROPOSALS

Vendors must submit one (1) original proposal and **seven (7)** copies and one (1) electronic (PDF preferred) copy on CD or DVD clearly labeled with the Vendor name to:

**Starr Stewart, Policy, Planning and Research
Alabama Department of Human Resources
Gordon Persons Building, Room 2344**

**50 Ripley Street
Montgomery, AL 36130-4000**

Proposals must subscribe to the section/subsection headings and numbering format as specified in *Section 4 Proposal Format and Instructions*. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to **RFP#2008-100-02. *Proposals must be received at the receptionist's desk of Policy, Planning and Research by 12:00 p.m., local time, Tuesday, April 15, 2008. Prior to due date, proposals may be delivered Monday through Friday between the hours of 8.00 a.m. and 4:30 p.m. Faxed and electronically submitted responses to requests for proposals are NOT accepted.***

1.8.2 FAILURE TO COMPLY WITH INSTRUCTIONS

Vendors failing to comply with these instructions may be deemed non-responsive or subject to point deductions. The Department may also choose to not evaluate, and disqualify from further consideration any proposals that do not follow the format described in Section 4: *Proposal Format and Instructions*, are difficult to understand or read, or are missing any requested information.

1.8.3 RATE FOR SERVICE FORMS

Vendors ***must*** respond to this RFP by utilizing the RFP Rate Forms found in Appendix E. These forms will be used as the primary representation of each Vendor's cost/price, and will be used extensively during proposal evaluations. Additional information should be included as necessary to explain in detail the Vendor's cost/price.

1.8.4 TIMELY SUBMITTED PROPOSALS

All timely submitted proposals and materials received in response to this RFP become the property of the Department and will be incorporated into any formal documentation and/or contract resulting from this RFP between the Department and the Vendor.

1.8.5 LATE PROPOSALS

Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be the Vendor's sole risk to assure delivery at the receptionist's desk at the designated office by the designated time. Late proposals will not be opened and may be returned to the Vendor at the expense of the Vendor or destroyed if requested.

SECTION 2: STANDARD INFORMATION

2.0 AUTHORITY

This RFP is issued under the authority of Section 41-16-72 of the Alabama Code (Act 2001-956, 2001 3rd Sp. Sess., p 817, §1.). Any awards resulting from this RFP will be made based on stated evaluation criteria. The weight assigned to each criterion denotes the relative importance of that criterion. No criteria, other than that identified in this RFP, will be used.

2.1 VENDOR COMPETITION

In accordance with 45 CFR 74.43, the Department encourages free and open competition among Vendors. Whenever possible, the Department will design specifications, proposal requests, and conditions to accomplish this objective, consistent with the necessity to satisfy the Department's need to procure technically sound, cost-effective services and supplies

2.2 NONDISCRIMINATION

In accordance with 45 CFR 74.44, no person shall be excluded from participation in, be denied benefits of, be discriminated against in the admission or access to, or be discriminated against in treatment or employment in the Department's contracted programs or activities on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal or Alabama State Constitutional or statutory law; nor shall they be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of contracts with the Department or in the employment practices of the Department's contractors. Accordingly, all Vendors entering into contracts with the Department shall, upon request, be required to show proof of such nondiscrimination and to post in conspicuous places, available to all employees and applicants, notices of nondiscrimination

2.3 IMMIGRATION STATUS

Vendor's authorized person(s) within the agency must sign and submit *Appendix D* on the immigration status of all workers to be employed for the services described in this procurement. Vendors must attest that all workers will be citizens of the United States or at the time of employment will be in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

2.4 PROPOSAL EFFECTIVE PERIOD

All proposals submitted in response to this RFP shall be effective for a 180-day period following the deadline for receipt of proposals as specified in the Schedule of Events and may not be modified, withdrawn or canceled by the Vendor during this period.

2.5 TRADE SECRETS

As part of the initial evaluation, the procurement officer in charge of this solicitation will review proposals received in response to this RFP, for any information deemed a "trade secret" by the vendor and separate identified parts of proposal from public viewing providing the following conditions have been met: (1) confidential information is clearly marked and separated from the rest of the proposal; (2) the proposal does not contain confidential material in the cost or price section; and (3) an affidavit from a Vendor's legal counsel attesting to and explaining the validity of the trade secret claim is attached to each proposal containing trade secrets. The Vendor's Legal Counsel must use the Department of Human Resources "Affidavit for Trade Secret Confidentiality" form when requesting the trade secret claim. The affidavit form (*Appendix C*) is included in this document.

Information separated out under this process will be available for review only by the procurement officer, the evaluation committee members, and limited other designees. Vendors must be prepared to pay all legal costs and fees associated with defending a claim for confidentiality in the event of a “right to know” (open records) request from another party.

2.6 PRE-SCREENING AND EVALUATION OF PROPOSALS

2.6.1 PRE-SCREENING

During the pre-screening, proposals will be reviewed to ensure compliance with all general and mandatory requirements. Upon completion of this initial review they will be classified “responsive” or “non-responsive”. However; proposals may be found non-responsive at any time during the evaluation process if the proposal does not meet the formatting requirements specified in the RFP; if any of the required information is not provided; or the submitted price is found to be excessive or inadequate as measured by criteria stated in the RFP. Proposals declared non-responsive, will not receive further consideration.

2.6.2 EVALUATION OF PROPOSALS

All responsive proposals will be evaluated against the stated criteria. However, this does not preclude the Department from any discussions/negotiations or requests for a best and final offer that it may deem necessary to assist in determining the Vendor. In scoring against stated criteria, the Department may consider such factors as accepted industry standards and a comparative evaluation of all other qualified RFP responses in terms of differing price, quality, and contractual factors to determine the most advantageous offering to the Department.

2.7 DISCUSSION/NEGOTIATION AND/OR ORAL PRESENTATION/PRODUCT DEMONSTRATION

After receipt of all proposals and prior to the determination of the award, the Department may initiate discussions with one or more Vendors should clarification or negotiation be necessary. Vendors may also be required to make an oral presentation and/or product demonstration to clarify their RFP response or to further define their offer. In either case, Vendors should be prepared to send qualified personnel to **Montgomery, Alabama**, to discuss technical and contractual aspects of the proposal. Oral presentations and product demonstrations, if requested, shall be at the Vendor’s expense.

2.8 BEST AND FINAL OFFER

The Department reserves the right to request a “best and final offer” for this RFP based on price/cost alone, from one or more Vendors if additional information is required to make a final decision. Vendors may be contacted asking that they submit their “best and final offer,” which must include any and all discussed and/or negotiated changes.

2.9 PUBLIC REQUESTS FOR INFORMATION

All information received in response to this RFP, including copyrighted material, is deemed public information and will be made available to the public upon requests shortly after the signing of a contract(s) with the exception of: (1) trade secrets meeting the requirements of the Alabama Trade Secrets Act, that have been properly marked, separated, and documented; and (2) any financial information requested by the Department, unless prior written consent has been given by the Vendor.

2.10 COST OF PREPARING A PROPOSAL

The Department is not liable for any expense incurred by the Vendor in the preparation and presentation of their proposal or any other costs incurred by the Vendor prior to execution of a contract. All costs are the responsibility of the Vendor.

2.11 DEPARTMENT'S RIGHTS RESERVED

While the Department has every intention to award a contract as a result of this RFP, issuance of the RFP in no way constitutes a commitment by the Department to award and execute a contract. Upon determination such actions would be in its best interest, the Department, in its sole discretion, reserves the right to the following:

2.11.1 PRE-SELECTION DISCRETION

The Department reserves the right at its sole discretion, at any time and for any reason, to reject any or all of the proposals submitted in response to this RFP, or to cancel this RFP, if it is deemed by the Department to be in the its best interest to do so.

2.11.2 POST-SELECTION DISCRETION

Upon selection of a proposal, the Department reserves the right, at its sole discretion, at any time and for any reason, to change its decision with respect to the selection and to select another proposal, or to cancel the RFP, if it is deemed by the Department to be in its best interest to do so.

2.11.3 WAIVERS

Notwithstanding the amendment provisions otherwise set forth herein, the Department reserves the right at its sole discretion, to waive any minor irregularity in an otherwise valid proposal which would not jeopardize the overall program and to award a contract on the basis of such a waiver in the event the Department determines that such award is in the best interest of the Department. Minor irregularities are those which will not have a significant adverse effect on the overall program cost or performance.

2.11.4 NEGOTIATIONS

The Department reserves the right to negotiate with any vendor whose proposal is within the competitive range, as specified in the RFP with respect to technical plan and cost, as well as to select a vendor other than the vendor offering the lowest price.

2.11.5 ADOPTION OF IDEAS

The Department reserves the right to adopt to its use all or any part, of a vendor's proposal and to use any idea or all ideas presented in a proposal.

2.11.6 ORAL PRESENTATIONS

The Department reserves the right to require some or all of the vendors to provide oral presentations of their proposals.

2.11.7 AMENDMENTS

The Department reserves the right to amend the RFP. Except as provided above with respect to "WAIVERS" made by the Department, all amendments to the RFP will be made by written addendum issued by the Department and posted to the web at www.dhr.alabama.gov under this RFP link.

2.11.8 NO GUARANTEE OF CONTRACT

Selection of a proposal shall not be binding upon the Department and may or may not, at the Department's sole discretion, result in the Department entering into a contract with the vendor if it is in the best interest of Department not to proceed with contract execution.

2.11.9 RIGHT TO INVESTIGATE AND REJECT

The Department may make investigations as deemed necessary to determine the ability of the Vendor to perform the services specified. The Department reserves the right to reject any proposal if the evidence submitted by, or investigation of, the Vendor fails to satisfy the Department that the Vendor is properly

SECTION 2: STANDARD INFORMATION

qualified to carry out the obligations of the contract. This includes the Department's ability to reject the proposal based on negative references.

2.11.10 DISCLAIMER

Issuance of this RFP does not constitute a commitment by the Department to select any proposal submitted in response to the RFP, or to award a contract to any vendor who responds to this RFP.

Note: All contracts awarded by this Department are subject to review and approval by the Legislative Oversight Committee and the Governor's Office.

SECTION 3: SCOPE OF PROJECT

3.0 SERVICE REQUIREMENTS

Self-injurious behaviors are labeled in a variety of terms, such as self-inflicted violence, self-mutilation, self-abuse, self-injury, self-harm, delicate cutting or para-suicide. This procurement is for the provision of **twenty (20) slots** of specialized services for females who are in the custody or planning responsibility of DHR that exhibit self-injurious behaviors. Services must be provided in one or more locations and must be available for statewide referrals. Services may be provided in small group congregate settings or in specialized treatment foster home settings, where intensive treatment will be provided during the day and enforced in the foster care setting during the evenings. If services are offered in a residential setting, selected vendors will be categorized as an Intensive Residential Provider but must provide specialized services that meet the special needs of the target population.

Programs that will be implemented in an intensive treatment setting must address not only the behaviors of youth placed in the program but must assess the underlying trauma that led to the behavior. It is expected that the average length of stay in this intensive setting shall be from 6 to 9 months, with longer times allowed based upon the need of the child and concurrence from the family's ISP team and State DHR. Treatment modalities must be clearly defined. . Proposals must define the manner in which psychiatric assessments, including medical determinations for biological causes, will be completed and utilized in treatment. A program should be able to identify in its proposal the manner in which a resident's goal of developing a mature identity and having positive relationships with others will be achieved. Vendors must indicate how their program will be clinically specific for the needs of a particular child/youth and at the same time provide services for a range of issues that have significant commalities of symptoms and source. Vendors must indicate the manner in which family or others will be involved in treatment and aftercare planning, as there is an understanding that family or significant other involvement is key to any long-term progress and that their serving as role models to deal with stress and/or trauma is paramount. Vendors must identify the roles of the mental health professional and the behavioral specialist in the treatment process and in the development of behavioral management plans. Vendors must also identify any state-of-the-art techniques that may be used to help self-harmers learn new coping mechanisms and teach them how to use the techniques in lieu of self-injury.

3.1 POPULATION TO BE SERVED

Programs awarded a contract under this procurement will serve females between the ages of 13-21 years of age, who meet the diagnostic criteria for the Psych Under 21 program and who are engaged in or are at high risk of performing self-mutilating or self-injurious behaviors, including eating disorders, such as bulimia. Other behaviors symptomatic of possible Borderline Personality Disorder, Post-Traumatic Stress Disorder and other DSM-IV disorders may be included in the category of self-injurious behaviors for the purposes of this RFP. These behaviors may include, but are not limited to, carving, scratching, branding, marking, burning/abrasions, biting, bruising, hitting, picking/pulling hair, binge eating, and purging. Tattooing, body piercing and behaviors for sexual gratification are not included as referral behaviors.

3.2 SERVICE REQUIREMENTS

If the services are provided in a congregate care setting or specialized foster home treatment setting, the following core services would apply.

3.2.1 INTENSIVE RESIDENTIAL CARE SERVICE PROGRAMS

3.2.1.1 DEFINITION OF INTENSIVE RESIDENTIAL CARE

Intensive Residential Care is a congregate care setting, which provides room, board and an array of services for a child with serious and/or chronic emotional and/or behavioral management problems that interfere with the child's ability to function in the family, school and/or community setting outside of a residential environment. Intensive placement services are for children with a DSM-IV diagnosis within the range of 290-316 requiring active treatment which means implementation of a professionally developed and supervised individual plan of care for individuals who have been prior approved and certified by an independent team as meeting medical necessity for this level of care. The facility must be certified to participate in Medicare/Medicaid programs, be in compliance with Title VI and VII, seclusion and restraint requirements of 42 CFR, Part 483, staffing and medical record requirements and have an approved utilization review plan. Intensive residential placements should be limited to children whose needs cannot be met in their own home, traditional foster home, therapeutic foster care home, basic or moderate residential care, or children who's treatment goals cannot be met in a less restrictive setting.

Children eligible for this program level must have a Diagnostic & Statistical Manual, Fourth Edition (DSM-IV) diagnosed mental illness or be identified by a mental health professional as having serious emotional and/or behavioral problems and be in need of treatment. These problems must pose a severe level of impairment to overall functioning in multiple areas.

These children may be delinquent, chronic runaways, display manipulative behaviors, have difficulty maintaining self-control, display poor self-esteem, and have difficulty in accepting authority. Children with significant substance abuse needs, which require intensive treatment, are also eligible. These children may be diagnosed as autistic or display autistic-like behaviors.

This population may exhibit significant disruptive behaviors such as persistent or unpredictable aggression, and moderate to serious risk of causing harm to themselves or others.

These children have not responded successfully to less intensive interventions, or have been denied admission or been discharged from various placements because of their emotional and behavioral problems. There is a need for constant adult supervision and intense treatment, which could include the use of psychotropic medication. This is a population at high risk of hospitalization or institutionalization because of the pervasive nature of their problems. Although usually in good health, these children may require medical attention for health problems or for monitoring medications.

Ineligible children are actively homicidal, actively suicidal, or those children who have a psychosis not controlled with medication. Youth who have displayed major acts of violence or aggression such as rape, arson, and assault with deadly weapon, murder, and attempted murder within the past six (6) months are also ineligible for the program.

Note: All placements in facilities categorized as "Intensive" will require prior approval of State DHR, Family Services and have a completed certificate of need. The Program Requirements and Core Services listed below, represents the services each child must receive in this type of placement.

3.2.1.2 PROGRAM REQUIREMENTS FOR INTENSIVE RESIDENTIAL VENDORS

Vendors must meet the following program requirements and must perform the following activities:

- A. Be licensed by DHR or DMH.
- B. Complete the Certificate of Need on emergency placements.

- C. Screen referrals to ensure referral is within acceptable diagnosis range of 290-316 appropriate placements.
- D. Assess each child's mental, behavioral and emotional functioning in its living environment, school and community using a standardized assessment tool on admission, quarterly thereafter and upon discharge. Submit, or share, the assessment with the DHR social worker for the ISP process, to develop goals and strategies to specifically address the preparation of the child for discharge into a less restrictive living environment.
- E. Fully participate in the ISP process with the family, DHR and other providers, including to schedule and coordinate the child's treatment plan in conjunction with the family's ISP and the child's Individual Educational Program (IEP); the discharge plan to be developed at the time of placement; the initial treatment plan to be developed within 10 days from date of placement and a review to be held every 30 days, thereafter.
- F. Create a behavioral management plan for the child or youth with input and collaboration with the family's ISP Team; implement and monitor the child's behavior management plan.
- G. Staff (rotating & awake) to be available for children 7 days a week, 24 hours a day.
- H. Offer staff the training recommended in Minimum Standards for Residential Child Care Facilities on page 18-19. Additional staff training provided by the facility (i.e., psychotropic medications, diagnoses of mentally/behaviorally disturbed children and adolescents, etc) should be documented in personnel files.
- I. Submit a report to referring county DHR describing services provided during the month and the child's progress toward achieving the goals outlined in the treatment plan. Reports/progress notes must be received by the 15th day of the following month outlining goals achieved during the previous month's treatment plan.
- J. Ensure that children receive needed educational services, including homework assistance (not tutoring) and participate in and follow-up on children's IEP's.
- K. Make weekly contact with the schools of the residents.
- L. Conduct monthly site visits with the schools of residents.
- M. Provide transportation to school and access to an alternative educational settings if identified in the ISP. (This only applies to off campus school)
- N. Ensure that children receive routine and emergency medical care.
- O. Track outcomes as required by the Office of Resource Management at State DHR.
- P. At discharge administer a survey to the child, family, and DHR social worker to assess satisfaction with services, care and treatment. Six weeks later, re-administer the survey to the same individuals. The surveys must be maintained in the individual child's file at the facility. A quarterly summary of survey results must be submitted and must include any program changes instituted as a result of the survey.

3.2.1.3 CORE SERVICES FOR INTENSIVE RESIDENTIAL PROGRAMS

Vendors must provide the following services and conduct the activities described below:

- A. Provide on going psychiatric, medical, psychological, social and educational assessment.
- B. Provide a diagnosis from on-going assessments.
- C. Provide local transportation to appointments identified in the ISP (ie, physicians, family visits, extra-curricular activities, etc).
- D. Develop a treatment planning with a treatment team.
- E. Provide an active treatment program in a therapeutic milieu.
- F. Provide psychiatric services/medication management.
- G. Provide clinical therapy services, including family therapy and any behavioral programming.
- H. Provide routine medical care.
- I. Provide an educational program.
- J. Provide vocational and recreational therapies.

- K. Provide independent Living skills.
- L. Provide a minimum of \$5-10 per week allowance based on the child's age and the ISP
- M. Provide up to \$50 per month for special needs and occasions, e.g. haircuts, feminine hygiene products, oral and body hygiene products, over-the-counter medications, gifts for birthdays, Christmas or other special occasions, etc.
- N. Provide supportive services to the family as agreed in the ISP, i.e. parenting training and education
- O. Encourage the child's relationship with family, peers and other significant persons, including, but not limited to, the supervision of family visitation as agreed in the ISP/treatment plan, including the family's participation in treatment planning, providing a space for quality visitation at the facility, ensuring that the structure of the treatment program does not limit family contact unless identified in the ISP, agreeing to follow all policies developed by DHR regarding family contact and visitation, etc.
- P. Consistent with the ISP, provide a minimum of 2 hours per week of tutoring by a person qualified to offer specialized assistance in a certain subject; monitor the tutoring for the achievement of outcomes in the child's educational setting.

Note: All services provided above and beyond the core services listed, must be authorized by the ISP and on a DHR-1878 to authorize payment of such services.

All services billed must be in compliance with Chapter 33 of the Medicaid Provider Manual.

The parties understand and acknowledge that the Vendor may, in rare circumstances and in accordance with the County Department's procedures, bill the County Department for certain ancillary services.

The parties understand and acknowledge that the Vendor will directly bill Medicaid and receive payments for all Medicaid eligible children directly from Medicaid. Payments for non-Medicaid eligible children will be made by the Department of Human Resources at the same rate paid for Medicaid eligible children. The contractor will be responsible for any charge backs on Medicaid eligible children.

3.3 NO EJECT/NO REJECT

Vendors must serve children that are placed in their facilities unless they become a **serious** threat to themselves or others. It should be understood that the nature of the children that would be served in this program involves some risk of harm. The program selected shall track the number of referrals and denials and shall submit in writing the tallies of each to SDHR monthly. It will be expected that no more than 15% of the total referrals each year shall be declined, unless it is evident that the child referred does not meet the criteria of the service or there are no available contract slots.

3.4 OUTCOMES

It is expected that no less than 80% of the youth discharged from the program will be maintained in a family-like environment for at least 12 months after discharge. Providers should indicate what aftercare services will be provided post-discharge and how a Quality Assurance process will be implemented to ensure long-term success for youth exiting the program. Aftercare services must be required for no less than 3 months post-discharge. Programs will be required to track youth for 24 months post-discharge for QA purposes and report to SDHR the results. Providers must indicate that they will provide all reports required by SDHR in a timely manner.

3.5 PLANNING RESPONSIBILITY

The State Office or County Department of Human Resources that has planning responsibility for a child has the responsibility to provide appropriate documentation including services relating to the Individual Service Plan (ISP). **All services provided must be authorized on an ISP.** If such documentation is not provided within 10 days from date of placement, the contract provider should notify the State Department of Human Resources of such deficiencies.

SECTION 4: PROPOSAL FORMAT AND INSTRUCTIONS

4.0 PROPOSAL REQUIREMENTS

Proposals must meet all requirements as specified in this RFP. Proposals must incorporate the specified structure and format; must be clear, detailed, and complete as to fully demonstrate that the prospective Vendor has a thorough understanding of the requirements for providing the services for this procurement. Statements that the Vendor understands, acknowledges, or can comply with the requirements/specifications and statements paraphrasing the specifications are considered inadequate as are phrases such as “industry standards will be adhered to” and/or “standard procedures will be implemented”, or “research-based models will be used”. Proposals must clearly and adequately describe the concepts and methodologies to be implemented by the Vendor. Information must be clear, succinct, and easily understandable.

4.1 COMPLETENESS OF PROPOSALS

Selection(s) and award(s) will be based on the Vendor’s proposal and other items described in this RFP. Proposals should not include references to information located elsewhere, such as Internet websites. Information or materials presented by Vendors outside the formal response or subsequent discussion/negotiation or “best and final offer,” if requested, will not be considered, will have no bearing on any award, and may result in the Vendor being disqualified from further consideration.

4.2 PROPOSAL FORMAT

Proposals must be single-spaced, incorporating 1-inch margins, typed using Times New Roman (font), size 12 and printed/copied onto one side of standard (8½ x 11) white typing/copier paper. *Paragraphs must be double-spaced.* All proposals must include labeled tabs that correspond with the bolded sections and subsections to which the information pertains. ***Do not use tabs with the paper inserts.*** Vendors should avoid the use of elaborate presentations and binding materials beyond that sufficient to present complete and effective proposals.

4.2.1 COVER SHEET

The first page of each proposal must be the completed **Cover Sheet** (RFP cover sheet) with an original ink signature of the person(s) legally authorized to bind the vendor to the proposal. **Proposals without signatures of persons legally authorized to bind the vendor to the proposal will be rejected.** The cover sheet must also include the name of the contact person and contact information of the person authorized to act on behalf of the vendor (do not number this page). Vendors must also provide their Federal Employer Identification Number. The vendor must denote the original proposal and copies by placing a check in the appropriate box on the cover sheet.

4.2.2 TABLE OF CONTENTS

The Cover Sheet should be followed by the “**Table of Contents**”, which should list all sections, subsections and page numbers.

4.2.3 LEGAL STATUS FORM/TAXPAYER IDENTIFICATION NUMBER

The Table of Contents must be followed by a copy of the **Legal Status Form**. *This form is issued by the IRS and denotes an organization’s legal status (i.e., non-profit, for-profit, corporation, etc.) and includes the Federal Employee Identification Number (FEIN).* If the Legal Status Form is not available, a completed and signed copy of the “**Request for Taxpayer Identification Number**” form (*Appendix B*) must be included. All items on this form must be completed. (Do not number this page).

4.2.4 LICENSES/CERTIFICATES/CREDENTIALS

The Request for Taxpayer Identification Number form should be followed by a copy of all required **Licenses, Certificates, and/or Credentials** or a copy of a completed license application form submitted by the deadline specified in this RFP.

4.2.5 TECHNICAL PROPOSAL

Copies of Licenses/Certificates/Credentials should be followed by the **Technical Proposal**. Numbering of the proposal pages should begin with page 1 of the Technical Proposal. Page numbers should be placed in the left corner of the bottom margin. The Technical Proposal **must not exceed fifty (50) pages**, and must prescribe to sections 4.2.5.1 through 4.2.5.4.9 below:

4.2.5.1 VENDOR QUALIFYING INFORMATION

4.2.5.1.1 Vendor Profile and Experience

The Vendor must specify how long it has been in the business of providing services similar to those requested in this RFP and under what company name. The Vendor must list all names it has used when conducting business. The Vendor must explain their expertise or history in the provision of such services or identify a nationally recognized model that has proven to be successful that will be used in the provision of services under this RFP. The Vendor must provide an organizational profile including: number of employees, and form of business (e.g. individual, sole proprietor, corporation, non-profit corporation, limited liability company.).

4.2.5.1.2 References

The proposing Vendor must provide a minimum of three (3) references for which it has performed similar services. These references may be contacted to verify Vendor's ability to perform the contract. The Department reserves the right to use any information or additional references deemed necessary to establish the ability of the Vendor to perform the conditions of the contract. Negative references may be grounds for proposal disqualification.

For each reference, the Vendor must provide: company/agency name of the reference; location where the services were performed (city, state); primary and secondary contact name, title, telephone number, and e-mail address; a brief description of the project; description of the Vendor's role in the project; and the start and end date of each project.

4.2.5.1.3 Past and Present Contractual Relationships with the Department

The Vendor shall describe any past or present contractual relationship it may have or have had with the Department or any other state agency during the past three years. If the Vendor, its predecessor, or any party named in the Vendor's responses to this Section has contracted with any department within the State Government during the past three years, identify the contract number and/or other information available to identify such contract(s). If no such contracts exist, so declare. If any party named in the Vendor's response to this RFP was an employee of the State in the past two years, identify the individual(s) by name, state agency by which employed, job title of position held with the State, and separation date. If no such relationship exists, so declare.

4.2.5.1.4 Contract Performance

If the Vendor, or any proposed Subcontractor, has had a contract terminated for default during the past five years, all such instances must be described as discussed below. Termination for default is defined as notice to stop performance delivery due to the Vendor's nonperformance or poor performance and the issue was either (a) not litigated due to inaction on the part of the Vendor; or (b) litigated and such litigation determined the Vendor to be in default. Submit full details of all terminations for default experienced by the Vendor during the past five years, including the other party's name, address, and telephone number. Present the Vendor's position on the matter. The Department shall evaluate the facts and may, at its sole discretion, reject the Vendor's Proposal if the facts discovered indicate that completion of a contract resulting from this RFP may be

jeopardized by selection of the Vendor. If the Vendor has experienced no such terminations for default in the past five years, so declare. If at any time during the past five years, the Vendor has had a contract terminated for convenience, non-allocation of funds, or any other reason, which termination occurred before completion of all obligations under the initial contract provisions, describe fully all such terminations including the name and address of the other contracting party and the circumstances surrounding the termination. If no such early terminations have occurred, so declare.

Failure to report on the foregoing or if the information furnished is determined to be inaccurate, whether by omission or commission, shall result in rejection of the Vendor's Proposal.

4.2.5.1.5 Project Staff/Resumes/Job Descriptions

The Vendor must submit a resume or job description detailing the level of education, experience, training, skills, etc. which emphasizes previous experience in the service area as described in this RFP for all key personnel who will be involved with the proposed project. The Vendor should indicate that it has sufficient staff to perform the services required in this RFP, if sufficient staff is not currently available, describe how staff will be obtained to provide the services and the timeline for obtaining the needed staff. Indicate the number of anticipated staff for each position title. List all professional licenses held by the vendor.

4.2.5.1.6 Staff Performance Evaluations and Training

Vendors must describe its staff development program regarding orientation, on-going staff evaluation and training that will be implemented throughout the contract period to ensure delivery of effective services that adhere to the Department's required performance standards.

4.2.5.1.7 Background Checks

Describe in detail the steps that the Vendor will take to ensure that all staff, regardless of level, have not been the subject of any incident or investigation which would call into question the propriety of that employee's working with this population of children. Provide documentation that each employee has had a criminal background check. Describe your organization's general procedure for addressing occurrences when an incident or allegation is reported, founded or unfounded.

4.2.5.2 VENDOR FINANCIAL STABILITY

Vendors must submit an audited financial statement for the past year and letters from the auditor(s) who performed the previous two (2) financial audits immediately preceding the issuance of this RFP. Vendors must also submit copies of any quarterly financial statements that have been prepared since the end of the period reported by your most recent annual report.

4.2.5.3 METHOD OF PROVIDING SERVICES

4.2.5.3.1 Service Delivery Approach

The Vendor must provide a detailed description of the work plan and the methods to be used that will convincingly demonstrate to the Department what the Vendor intends to do, the number of children/youth and/or families to be served, the timeframes necessary to accomplish the work, and how the work will be accomplished. The Vendor must identify the county/region to be served by the proposed project.

4.2.5.3.2 Population to be Served

Vendors must describe the population to be served through the proposed services. Vendors must also describe how they will ensure that the diagnostic requirements will be met as described in *Section 3.1 Population to be Served*.

4.2.5.3.3 Intensive Residential Program Requirements

Vendors must describe in detail how they will meet the program requirements and perform the functions described in *Section 3.2.1.2 Program Requirements for Intensive Residential Vendors*.

4.2.5.3.4 Core Services Requirements for Intensive Residential Programs

Vendors must provide a complete work plan detailing the process for providing the services and activities required under *Section 3.2.1.4 Core Services for Intensive Residential Programs*. Vendors must include frequency of services, length of services, etc.

4.2.5.3.5 No Eject/No Reject

Vendors must provide a detailed description of its Eject/Reject policy for the population described in this procurement and describe how the requirements found in *Section 3.4 No Eject/No Reject* of this RFP will be met.

4.2.5.3.6 Outcomes

Vendors must indicate what aftercare services will be provided post-discharge and how a Quality Assurance process will be implemented to ensure long-term success for youth exiting the program. Vendors must describe how they will meet all outcome requirements as described in *Section 3.5.Outcomes*.

4.2.5.3.7 Start-up Plan

The Vendor must include a detailed project schedule that is comprised of the detailed work plan for the entire project.

4.2.5.3.8 Office Location

The Vendor must provide the physical address of the Vendor's office that will be responsible for maintaining records and performing services under a contract with the Department in the event the Vendor becomes the Contractor.

4.2.5.4 VENDOR CERTIFICATIONS

Vendors must submit a statement attesting that they warrant and represent to the Department that the vendor accepts and agrees with all certifications and terms and conditions of this RFP. Further, by submitting a response to this RFP, the vendor certifies to the Department that they are legally authorized to conduct business within the State of Alabama and to carry out the services described in this document.

4.2.5.4.1 Revolving Door Policy

Vendors must attest that neither the vendor nor any of the vendor's trustees, officers, directors, agents, servants or employees is a current employee of the Department, and none of the said individuals have been employees of the Department in violation of the revolving door prohibitions contained in the state of Alabama ethics laws.

4.2.5.4.2 Debarment

Vendors must attest that neither the vendor nor any of the vendor's trustees, officers, directors, agents, servants or employees (whether paid or voluntary) is debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension."

4.2.5.4.3 Standard Contract

The vendor must agree to the use of the Department's standard contract document. The vendor will further comply with all the terms and conditions of that document, including, but not limited to, compliance with the Title VI of the Civil Rights Act of 1964, the Rehabilitation Act of 1973, as amended, the Americans with Disabilities Act, Alabama Act No. 2000-775 (governing individuals in direct service positions who have unsupervised access to children), the Health Insurance Portability and Accountability Act of 1996 (HIPAA) as applicable, and all other federal and state laws, rules and regulations applicable to receiving funds from the Department to carry out the services described in this RFP. Further, any contract executed pursuant to the RFP must be subject to review by the Department's legal counsel as to its legality of form and compliance with State contract laws, terms and conditions, and may further be subject to review by the Alabama Legislative Contract Review Committee, Examiners of Public Accounts, the State Finance Director and the Office of the Governor.

4.2.5.4.4 Charitable Choice (applies to faith-based organizations only)

The vendor must attest that funds received as a result of this procurement will not be used for sectarian instruction, worship, proselytizing or for any other purely religious activities that are not directed toward the secular social goals related to the services described in this RFP. The vendor must agree to serve all eligible members of the public without regard to their religious beliefs and, further, must not require clients' active participation in any religious practice. (In carrying out the said services, the vendor will remain independent from federal, state and local governments; will retain control over the expression of its religious beliefs, and is NOT required to remove its religious writings or symbols or to alter its internal governance as a condition of doing business with the Department.)

4.2.5.4.5 Financial Accounting

Vendors must agree that the vendor's accounting system will be consistent with General Accepted Governmental Accounting Principles (GAAP). The vendor must maintain sufficient financial accounting records documenting all funding sources and applicable expenditure of all funds from all sources.

4.2.5.4.6 Vendor Work Product

The Vendor must attest that the proposal submitted in response to this document is the work product of said vendor. If the proposal is determined not to be the work product of the vendor, the proposal may, at the Department's sole discretion, be rejected.

4.2.5.5 ATTACHMENTS

Vendors must include all applicable forms identified below as attachments (i.e., Attachment A, B, C, etc), applicable forms must follow the Technical Proposal.

4.2.5.5.1. Disclosure Statement

The Technical Proposal must be followed by a completed copy of the **Disclosure Statement**.

4.2.5.5.2 Trade Secret Affidavit

The Disclosure Statement must be followed by a completed copy of the **Trade Secret Affidavit** (*Appendix D*), if applicable.

4.2.5.5.3 Immigration Status Form

The Trade Secret Affidavit must be followed by a completed copy of the **Immigration Status Form**. *All proposals must include the Immigration Status Form.*

SECTION 5: RATE FOR SERVICES

5.0 RATE FOR SERVICES

Vendors must utilize the forms and instructions in *Appendices E and F* respectively to establish a rate. Vendors must submit the total amount of compensation required to provide services as outlined in this document under program requirements and the core services in **Section 3.2 Service Requirements**. *Appendix E*, the Form to Establish a Rate for Services, must be completed indicating a daily rate per child and the number of beds offered at the proposed rate. *The daily rate is subject to approval by the Department and Medicaid.*

It is expected that all vendors, who are awarded contracts, as a result of this RFP, possess a thorough knowledge of Chapter 33 of the Medicaid Provider Manual. The Vendor must certify that they have the capacity to bill Medicaid electronically and receive payments directly from Medicaid for all Medicaid eligible children, or that they have a letter of intent that states their plan to reach this goal prior to awarding a contract for FY09. Services provided to children who are not eligible for Medicaid eligible will be directly billed to the Department.

SECTION 6: EVALUATION CRITERIA

6.0 EVALUATION CRITERIA

The evaluation committee will review and evaluate the proposals according to the following criteria based on a **maximum possible value of 1,000 points**. Proposals failing to meet the requirements of this RFP may be deemed non-responsive or subject to point deductions. The point value assigned to each component of the **Technical Proposal and Cost Proposal** will be based on the following scoring scale:

Category	RFP Section	Point Value
Vendor Qualifying Information 30% of points for a possible 300 points		
A. Vendor Profile and Experience	4.2.5.1.1	175
B. References	4.2.5.1.2	10
C. Past and Present Contractual Relationships with the Department	4.2.5.1.3	15
D. Contract Performance	4.2.5.1.4	<i>To Be Determined</i>
E. Project Staff/Resumes/Job Descriptions	4.2.5.1.5	25
F. Staff Performance Evaluations and Training	4.2.5.1.6	15
G. Background Checks	4.2.5.1.7	10
H. Vendor Financial Stability	4.2.5.2	15
Method of Providing Services 60% of points for a possible 600 points		
A. Service Delivery Approach	4.2.5.3.1	350
B. Population to be Served	4.2.5.3.2	10
C. Intensive Residential Program Requirements	4.2.5.3.3	75
D. Core Service Requirements for Intensive Residential Programs	4.2.5.3.4	75
E. No Eject/No Reject Policy	4.2.5.3.5	15
F. Outcomes	4.2.5.3.6	25
G. Start-up Plan	4.2.5.3.7	50
H. Office Location	4.2.5.3.8	0
I. Vendor Certifications	4.2.5.4	0
Rate for Services 10% of points for a possible 100 points		

A. Rate for Services

5.0

100

APPENDIX A: STANDARD TERMS AND CONDITIONS

By submitting a response to request for proposal or acceptance of a contract, the vendor agrees to acceptance of the following Standard Terms and Conditions and any other provisions that are specific to this solicitation or contract.

ACCEPTANCE/REJECTION OF PROPOSALS: The Department reserves the right to accept or reject any or all proposals, wholly or in part, and to make awards in any manner deemed in the best interest of the Department. Proposals will be firm for 180 days, unless stated otherwise in the text of the request for proposal.

ACCESS AND RETENTION OF RECORDS: The contractor agrees to provide the Department, Legislative Auditor, or authorized agents, access to any records necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the Department or third party.

ALTERATION OF SOLICITATION DOCUMENT: In the event of inconsistencies or contradictions between language contained in the Department's solicitation document and a vendor's response, the language contained in the Department's original solicitation document will prevail. Intentional manipulation and/or alteration of solicitation document language will result in the vendor's disqualification and possible debarment.

ASSIGNMENT, TRANSFER AND SUBCONTRACTING: The contractor shall not assign, transfer or subcontract any portion of the contract without the express written consent of the Department.

AUTHORITY: The following request for proposal, limited solicitation, or contract is issued under authority of Section 41-16-72 of the Alabama Code (Act 2001-956, 2001 3rd Sp. Sess., p 817, §1.)

COMPLIANCE WITH LAWS: The contractor must, in performance of work under the contract, fully comply with all applicable federal, department, or local laws, rules and regulations, including the Civil Rights Act of 1964, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and Section 504 of the Rehabilitation Act of 1973. Any subletting or subcontracting by the contractor subjects subcontractors to the same provision. The contractor agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

DEBARMENT: The contractor certifies, by submitting this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the contractor cannot certify this statement, attach a written explanation for review by the Department.

DISABILITY ACCOMMODATIONS: The Department does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. Individuals, who need aids, alternative document formats, or services for effective communications or other disability-related accommodations in the programs and services offered, are invited to make their needs and preferences known to this office. Interested parties should provide as much advance notice as possible.

FACSIMILE RESPONSES: Facsimile responses will not be accepted for requested for proposals or limited solicitations.

FAILURE TO HONOR PROPOSAL: If a vendor to whom a contract is awarded refuses to accept the award (contract) or, fails to deliver in accordance with the contract terms and conditions, the Department may, in its discretion, suspend the vendor for a period of time from entering into any contracts with the Department.

FORCE MAJEURE: Neither party shall be responsible for failure to fulfill its obligations due to causes beyond its reasonable control, including without limitation, acts or omissions of government or military authority, acts of God, materials shortages, transportation delays, fires, floods, labor disturbances, riots, wars, terrorist acts, or any other causes, directly or indirectly beyond the reasonable control of the non-performing party, so long as such party is using its best efforts to remedy such failure or delays.

HOLD HARMLESS/INDEMNIFICATION: The contractor agrees to hold the Department, its elected and appointed officials, agents, and employees, while acting within the scope of their duties as such, harmless from and against all claims, demands, causes of action of any kind or character, including the cost of defense thereof, arising in favor of the contractor's employees or third parties on account of bodily or personal injuries, death, or damage to property arising out of services performed or omissions of services or in any way resulting from the acts or omissions of the contractor and/or its agents, employees, representatives, assigns, subcontractors, except for acts of omission resulting from the sole negligence of the Department, under this agreement.

LATE PROPOSALS: Regardless of cause, late proposals will not be accepted and will automatically be disqualified from further consideration. It shall be solely the vendor's risk to assure delivery at the designated office by the designated time. Late proposals will not be opened and may be returned to the vendor at the expense of the vendor or destroyed if requested.

REGISTRATION WITH THE PURCHASING DIVISION: Any business intending to transact business in Alabama must register with the Alabama Purchasing Division by completing the Vendor Disclosure Statement. A copy of the Vendor Disclosure Statement can be downloaded from the Purchasing website at www.purchasing.alabama.gov.

SEVERABILITY CLAUSE: A declaration by any court, or any other binding legal source, that any provision of the contract is illegal and void shall not affect the legality and enforceability of any other provision of the contract, unless the provisions are mutually dependent.

SOLICITATION DOCUMENT EXAMINATION: Vendors must promptly notify the Department of any ambiguity, inconsistency, or error, which they may discover upon examination of a solicitation document.

TERMINATION OF CONTRACT: Unless otherwise stated, the Department may, by written notice to the contractor, terminate the contract in whole or in part at any time the contractor fails to perform the contract.

UNAVAILABILITY OF FUNDING: The Department, at its sole discretion, may terminate or reduce the scope of the contract if available funding is reduced for any reason.

U.S. FUNDS: All prices and payments must be in U.S. dollars.

STATE OF ALABAMA
REQUEST FOR TAXPAYER IDENTIFICATION NUMBER
STATE COMPTROLLER'S OFFICE

1. In PART 1 below provide your Tax Identification Number and check FEIN or SSN. Also provide the name and address to which payments should be sent. In addition, provide the name of the legal signatory authority for your organization (the individual authorized in your Constitution and/or By-laws to legally obligate the organization, for example, sign a contract on behalf of the organization).
2. Circle the business designation that identifies your type of trade or business in PART 2.
3. Sign and return this form as part of the response to the RFP:

NAME & TITLE OF LEGAL SIGNATORY AUTHORITY: _____

PLEASE INCLUDE FEDERAL IDENTIFICATION NUMBER ON ALL INVOICES

APPENDIX C: TRADE SECRET AFFIDAVIT

Alabama Department of Human Resources

AFFIDAVIT FOR TRADE SECRET CONFIDENTIALITY

DEPARTMENT OF _____)

)ss.

County of _____)

_____ (Affiant), being first duly sworn under oath, and representing
_____ (hereafter "Vendor"), hereby deposes and says that:

1. I am an attorney licensed to practice in the State of _____, representing the Vendor referenced in this matter, and have full authority from the Vendor to submit this affidavit and accept the responsibilities stated herein.

2. I am aware that the Vendor is submitting a proposal to the Alabama Department of Human Resources for RFP # _____. Public agencies in Alabama are required by Alabama law to permit the public to examine documents that are kept or maintained by the public agencies, other than those legitimately meeting the provisions of the Alabama Trade Secrets Act, Alabama Code Section 8-27-1, and that the Department is required to review claims of trade secret confidentiality.

3. I have read and am familiar with the provisions of the Alabama Trade Secrets Act, am familiar with the case law interpreting it, and understand that all information received in response to this RFP will be available for public examination except for:

- (a) trade secrets meeting the requirements of the Act; and
 - (b) information requested by the Department to establish vendor responsibility
- unless prior written consent has been given by the vendor.

4. I am aware that in order for the Vendor to claim confidential material, this affidavit must be fully completed and submitted to the Department, and the following conditions must be met by the Vendor:

- (a) information to be withheld under a claim of confidentiality must be clearly marked and separated from the rest of the proposal;
- (b) the proposal may not contain trade secret matter in the cost or price; and
- (c) the Vendor's explanation of the validity of this trade secret claim is attached to this affidavit.

5. I and the Vendor accept that, should the Department determine that the explanation is incomplete, inadequate or invalid, the submitted materials will be treated as any other document in the department's possession, insofar as its examination as a public record is concerned. I and the Vendor are

APPENDIX C: TRADE SECRET AFFIDAVIT

solely responsible for the adequacy and sufficiency of the explanation. Once a proposal is opened, its contents cannot be returned to the Vendor if the Vendor disagrees with the Department's determination of the issue of trade secret confidentiality.

6. I, on behalf of the Vendor, warrant that the Vendor will be solely responsible for all legal costs and fees associated with any defense by the Department of the Vendor's claim for trade secret protection in the event of an open records request from another party which the Vendor chooses to oppose. The Vendor will either totally assume all responsibility for the opposition of the request, and all liability and costs of any such defense, thereby defending, protecting, indemnifying and saving harmless the Department, or the Vendor will immediately withdraw its opposition to the open records request and permit the Department to release the documents for examination. The Department will inform the Vendor in writing of any open records request that is made, and the Vendor will have five working days from receipt of the notice to notify the Department in writing whether the Vendor opposes the request or not. Failure to provide that notice in writing will waive the claim of trade secret confidentiality, and allow the Department to treat the documents as a public record.

Documents that, in the opinion of the Department, do not meet all the requirements of the above will be available for public inspection, including any copyrighted materials.

Affiant's Signature

Signed and sworn to before me on _____ (date) by _____
_____. (Affiant's name).

Name of Notary Public: _____ for the
Department of: _____

My Commission Expires: _____

Place seal here.

APPENDIX D: IMMIGRATION STATUS FORM
--

I hereby attest that all workers on this project are either citizens of the United States or are in a proper and legal immigration status that authorizes them to be employed for pay within the United States.

Signature of Contractor

Witness

APPENDIX E: FORM TO ESTABLISH RATE FOR SERVICES

VENDOR NAME: _____

BUDGET RECAP OF EXPENSES

I. Personnel

- A. Salaries (Attach Personnel Addendum) _____
- B. Fringe Benefits _____

II. Subcontracted Services

- A. Consultants _____
- B. Audit Service _____
- C. Other (Identify) _____

III. Travel

- A. Mileage (Show rate of Reimbursement) _____
- B. Per Diem (Show Rate of Reimbursement) _____

IV. Space

- A. Telephone _____
- B. Rent (include copy of lease) _____
- C. Use Allowance (No More than 2% of Acquisition Cost/Year) _____
- D. Rental Rate System _____
- E. Utilities _____
- F. Maintenance of Building/Grounds _____
- G. Minor Repairs to Building _____

V. Supplies

- A. Office _____
- B. Household _____
- C. Recreational _____
- D. Educational _____
- E. Medical _____
- F. Personal Care _____

VI. Equipment

- A. Rental (include rental agreement) _____
- B. Repair _____
- C. Depreciation
(Attach Depreciation Addendum) _____

VII. Other

- A. Insurance _____
- B. Vehicle Operation _____
- C. Taxes _____
- D. Food in Excess of USDA _____

E. Other Allowable Costs,
Specify General Categories: _____

VIII. Total Program Cost _____

IX. Program Income: Please report all income from all sources available to your program. (Detail Sources)

_____	_____	_____
_____	_____	_____
_____	_____	_____

X. Client Data

A. Potential Units of Service (Multiply
License Capacity by Days in Year) _____
B. DHR Eligible Units of Service _____
C. Ineligible Units of Service _____

XI. Rate of Information

A. Proposed for FY09: _____ Slots at \$ _____ Fixed Unit Cost Rate for
\$ _____ Total Allocation

APPENDIX F: INSTRUCTIONS FOR COMPLETING RATE FORMS

I. Personnel:

- A. Salaries: Total all salaries paid to staff person working under this contract. The figure should not include fringe and should equal the total reflected on the Personnel Addendum, which must be attached to this form.
- B. Fringe Benefits: Total fringe benefits provided for employee (FICA, Work Comp., Health Insurance, etc. – each detailed)

II. Subcontracted Services:

- A.-C. These lines are to be used when the main contracting agency has a written agreement with another party to supply some services; for example, a contract with a psychiatrist to provide therapeutic consultation, or a contract with an accounting firm to perform an audit.

III. Travel:

- A. Mileage: Use this line to reflect staff travel as well as the rate of reimbursement.
- B. Per Diem: Use this line to reflect costs associated with travel such as meals, overnight stay, etc., when away from base station.

IV. Space:

- A. Telephone: List actual costs when the phone is used solely for the contract program. When the contract program is part of a larger operation, the monthly charges should be prorated using sound accounting principles. Do not include deposit fees in this cost.
- B. Rent: Use this line if the contract is occupying privately-owned buildings and being charged rent. If the contract program is occupying only a portion of the building(s), rent should be prorated using sound accounting principles.
- C. Use Allowance: This line should be used when the program occupies a building it owns. The program may not claim more than 2% of acquisition cost per year.
- D. Rental Rate System: This line should be used when a contractor is purchasing the building housing the contract program. It should include only taxes and interest incurred, not any of the principal. (Include a copy of the lease for the properties)
- E. Utilities: List the cost of utilities for the program. Utilities should be prorated on the same basis as rent.
- F. Maintenance of Buildings and Grounds: This line should be used for the cost of persons such as janitor, lawnkeeper, or maintenance person(s) when this person(s) is not employed on a regular basis.
- G. Minor Repairs to Buildings: List repair costs necessary for the upkeep of buildings/property which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in efficient operating condition.

V. Supplies:

- A.-C. Use these lines to list the cost of supplies by category for the contract program.
- D. Educational: This line should include the cost of pencils, paper, notebooks, etc., for the participants at the program, which are not included as part of an educational program.
- E. Medical: Use this line to show the cost of non-prescription medical supplies such as aspirin, bandages, vitamins, etc.

- F. **Client Personal:** This line should reflect costs of items purchased for clients, such as clothing, shoes, deodorant, etc, that are of a personal nature.

VI. Equipment:

- A. **Rental:** List any costs associated with the rental of equipment used specifically for the contract program and **include a copy of the rental agreement.**
- B. **Repair:** See Section IV-G of these instructions.
- C. **Depreciation:** Fixed rate providers cannot claim the cost of equipment purchases. A depreciation schedule must be set up on all equipment purchased. The total depreciation claimed for the current fiscal year should be shown on this line. Supplementary information is required on the Depreciation Addendum.

VII. Other:

- A. **Insurance:** List the total of all allowable costs for insurance. Do not include the cost of liability insurance and life insurance if it is not group coverage for the staff in general (no individual policies).
- B. **Vehicle Operation:** Use this line to report all costs associated with vehicle operation, (gas, oil, tires, tune-up, etc.).
- C. **Taxes:** List taxes associated with program operation.
- D. **Food in Excess of USDA:** Use this line to show food costs over and above amounts received by USDA. If no USDA is received, list total food costs.
- E. **Other Allowable Costs:** This line should be used to list additional allowable costs identified that have not been shown elsewhere. Specify general cost categories.

VIII. Total Program Costs: The total of all allowable costs.

IX. Program Income: List the source and the amount of all income to the program for the next year (United Way, Trust Fund, etc.).

X. Client Date: Self-Explanatory.

XI. Rate Information:

- A. **Proposed:** List the number of units, and rate you are requesting for the upcoming fiscal year to arrive at the allocation total.